



Office of Mayor Miro Weinberger

MEMORANDUM

To: Interested Printers
From: Brian Lowe, Chief of Staff
Date: November 1, 2016
Re: Invitation to bid on printing of City's 2016 Annual Report

We invite you to bid on the printing of our **2016 Annual Financial Report**.

Bids are due by 4:00 pm on Friday, December 2, 2016. We plan to select a printer shortly thereafter to allow the designer to coordinate its efforts with the firm that will print the report.

Bid specifications follow. **If you have questions, please contact Jordan Redell in the Mayor's Office at jordan@burlingtonvt.gov or 802.865.7272.**

Please note that we ask printers to provide two bids: one for regular paper and one using 100% recycled paper as well as an additional estimate for a 4-color cover on the soft-bound version. Please feel free to contact me with any questions. I'm happy to send you a copy of last year's printed report upon request.

Selection of the printer will be based on a combination of price, value, and confidence that the bidder is able to provide a quality product. You are welcome to submit appropriate samples of similar printing projects; these will be returned to you.

Bids can be mailed or delivered to the Mayor's Office, City Hall, 149 Church Street, Burlington, VT 05401, attention: Jordan Redell. You can also send by e-mail to jordan@burlingtonvt.gov.

Thank you.



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Printing Specifications for the 2016 City of Burlington Annual Report

You will receive the following:

CD with between 110 and 120 pages, plus covers, laid out in Quark Version 6.5 for Mac.

Job Description:

QUANTITY:	1,900 PERFECT BOUND SOFT COVER (ONLY ONE VERSION) 12 HARD BOUND W/ SEWN BINDING
SIZE:	7" x 10"
#PAGES:	BETWEEN 110 AND 120 PAGES PLUS COVER
STOCK/COVER:	SOFT COVER: 80 LB MOHAWK COVER STOCK HARD BOUND: LINEN COVER, COLOR CLOTH OVER BINDER'S BOARD
STOCK/TEXT:	50 LB WHITE <u>Please provide two costs: one for regular paper and for 100% recycled paper.</u>
INK/COVER:	SOFT COVER: 2 PMS - 1 SIDE (2/0); <u>In addition, please provide a second estimate for a 4-color soft cover or "4 over 0".</u> HARD BOUND: GOLD OR SILVER FOIL STAMP ON COVER & SPINE
INK/TEXT:	BLACK - 2 SIDES (1/1)
BLEEDS:	ALLOW FOR BLEEDS (4 SIDES) ON BOTH COVERS AND TEXT PAGES.
PROOFS:	DYLUX

Schedule:

The completed layout would be delivered to you on or about February 1, 2017. We would then need the soft-cover volumes delivered to City Hall by February 24, 2017 with the hard-cover versions delivered a few weeks thereafter.

Terms and Conditions

The City has the right to accept or reject any or all proposals, to negotiate with one or more bidders to further modify the proposals, to amend or modify any proposal or bid term, and to award the contract to the bidder the City deems will best serve the City's interests. Selection of the winning bidder will be based on a combination of price, design ability, and value.

The City is not responsible for any costs incurred by a respondent prior to the issuance of the contract

All communications with or documents provided to or generated by the City are subject to the Vermont Public Records Act. If a bidder believes that any material submitted to the City is proprietary or a trade secret, it must specifically identify that material by marking it "Confidential" and separating it from other sections of the submission. The decision whether to release or exempt any materials rests solely with the City.

The successful bidder, shall act in an independent capacity, and none of its officers or employees will be considered officers or employees of the City.

Bidders are required to comply with all applicable provisions of federal, state, or local law, including the City's Livable Wage Ordinance, if it applies.

The City of Burlington does not tolerate, and the successful bidder must not tolerate, unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.